

[admin](#), [portal](#), [logins](#)

Accessing Student Portal Administration

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

Always use secure methods of password retrieval and when distributing them to SIS users.

I. Set Password Policies

- Step 1. **Administration» Settings» Policies**
- Step 2. Choose the 'security' group
- Step 3. Policy number 7 allows you to decide if you want to require **Strong** security or medium security passwords

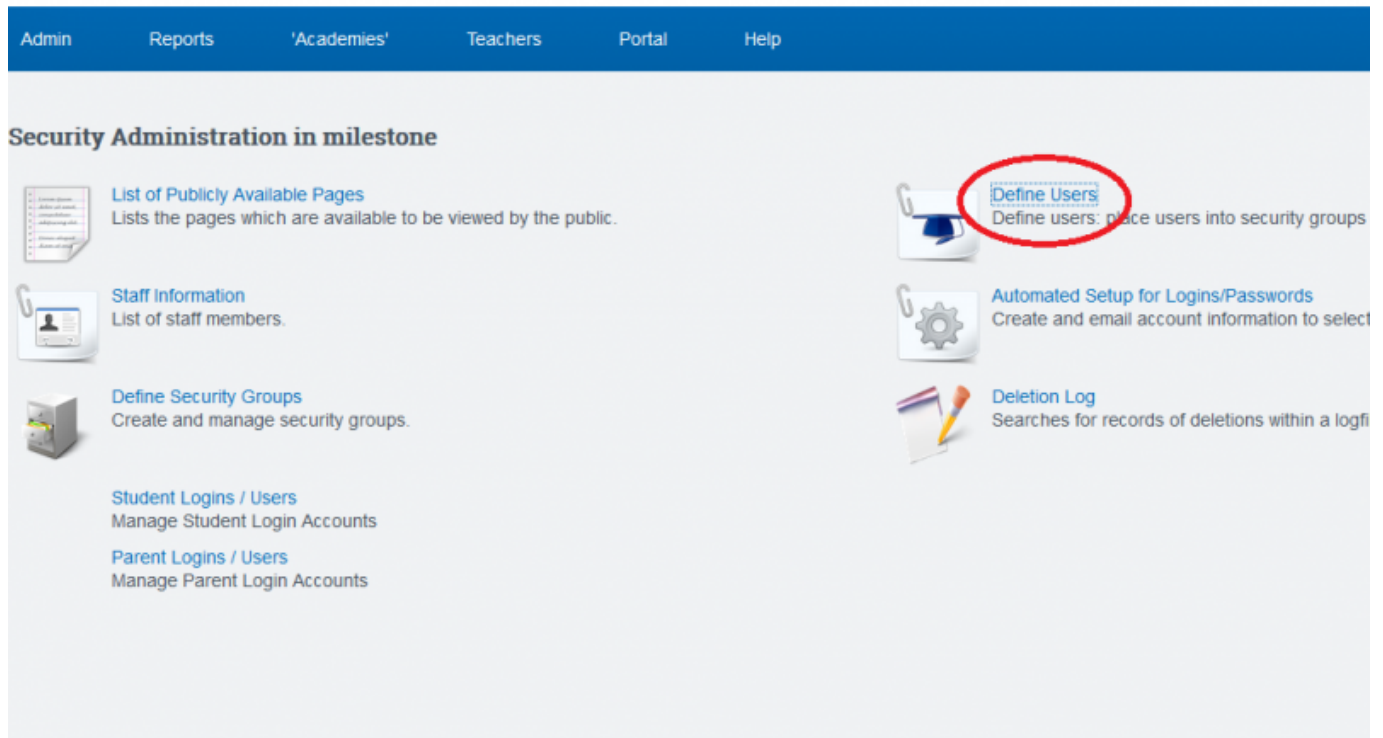
Policy Number	Policy Name	Page	Format	Default	Value
1.	Student LOGIN ACCOUNT creation format.	(Page: studentloginformat)	(studentloginformat)	All	[schoolmail]
2.	Student DEFAULT PASSWORD format.	(Page: studentpwformat)	(studentpwformat)	All	[upperlastname][loweri]
3.	Should students be REQUIRED to CHANGE their PASSWORD the first time they log in?	(Page: studentchangePW)	(studentchangePW)	All	<input checked="" type="radio"/> Yes
4.	Do you want users to ONLY see the LINKS they have ACCESS to?	(Page: menuhidesdisallowed)	(menuhidesdisallowed)	All	<input checked="" type="radio"/> Yes
5.	Store staff passwords encrypted?	(encryptstaffpasswords)		All	<input checked="" type="radio"/> No
6.	Should students be able to use their SSID, LOCALID, OR LEGACYID for a USERNAME and their TEACHER'S LAST NAME for a PASSWORD, instead of a more secure, but more difficult option?	(Page: insecurepubliclogin)	(insecurepubliclogin)	All	<input checked="" type="radio"/> No
7.	Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS?	(Page: allowmediumpw)		All	

- Step 4. Secure passwords include those that have the following:
 - 8 characters long
 - Have at least one capital letter
 - Have at least one lowercase letter
 - Have at least one number
 - Have at least one symbol (*&^%\$! etc.)

Set the policy and save

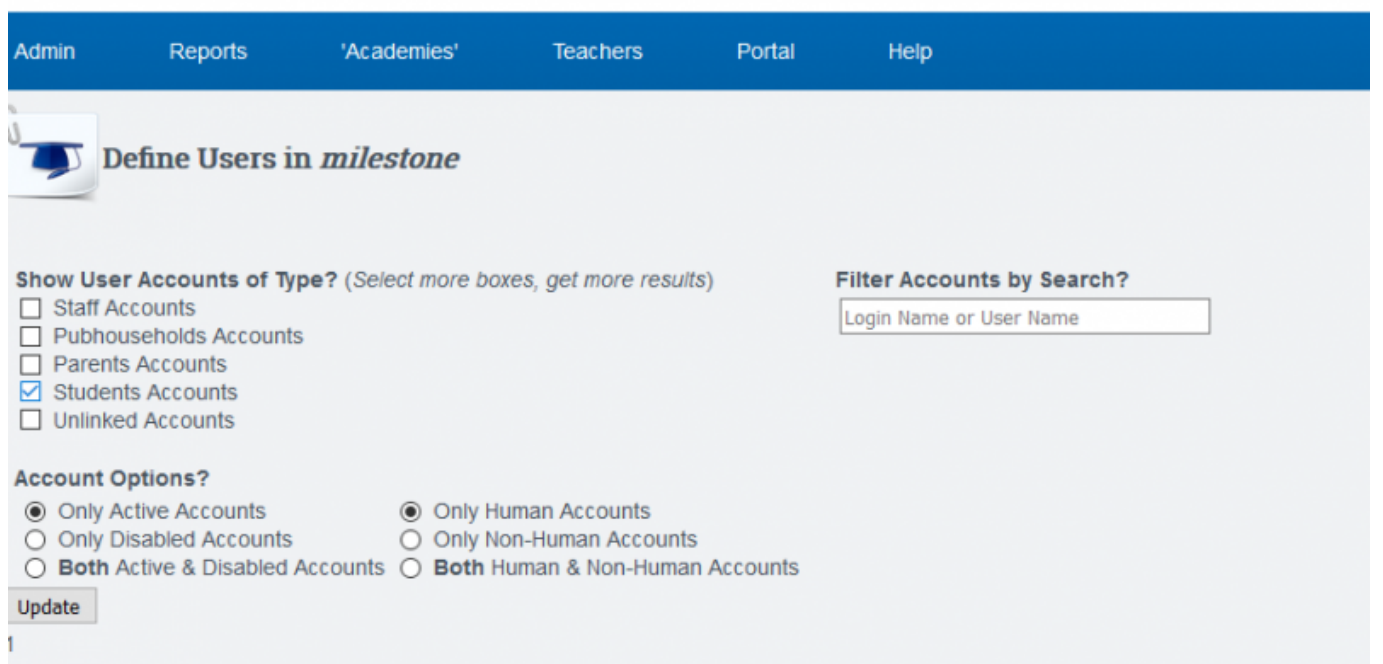
II. Administration View of Student Passwords

- Step 1. Admin» Settings» Security » Security
- Step 2. Choose Define Users



The screenshot shows the 'Security Administration in milestone' page. The navigation bar at the top includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area lists several options: 'List of Publicly Available Pages', 'Staff Information', 'Define Security Groups', 'Student Logins / Users', 'Parent Logins / Users', 'Define Users' (circled in red), 'Automated Setup for Logins/Passwords', and 'Deletion Log'. The 'Define Users' link is highlighted with a red circle and a red box, indicating it is the next step in the process.

- Step 3. Choose the appropriate settings needed



The screenshot shows the 'Define Users in milestone' page. The navigation bar at the top includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area has a heading 'Define Users in milestone' and a sub-heading 'Show User Accounts of Type? (Select more boxes, get more results)'. Below this, there are five checkboxes: 'Staff Accounts', 'Pubhouseholds Accounts', 'Parents Accounts', 'Students Accounts' (checked), and 'Unlinked Accounts'. To the right, there is a 'Filter Accounts by Search?' section with a text input field labeled 'Login Name or User Name'. Below the checkboxes, there is an 'Account Options?' section with four radio buttons: 'Only Active Accounts' (selected), 'Only Disabled Accounts', 'Both Active & Disabled Accounts', 'Only Human Accounts' (selected), 'Only Non-Human Accounts', and 'Both Human & Non-Human Accounts'. At the bottom left, there is an 'Update' button.

- Step 4. This will generate a list of students to view. Click Set Details to change password, username or account expiration

ALTERNATE OPTION

- Step 1 Admin» Security» Security» Security
- Step 2 Choose Student Logins to view user information

Security Administration in milestone

List of Publicly Available Pages
Lists the pages which are available to be viewed by the public.

Staff Information
List of staff members.

Define Security Groups
Create and manage security groups.

Student Logins / Users
Manage Student Login Accounts

Parent Logins / Users
Manage Parent Login Accounts

Define Users
Define users: place users into security groups

Automated Setup for Logins/Passwords
Create and email account information to select

Deletion Log
Searches for records of deletions within a log

III. Student Login Page

The teachers often are the ones who need access to tell their students the login info.

- Step 1. Go to Teachers» Logins
- Step 2. Check either the box at top to show all passwords or the box next to the individual name to show student password

Currently showing 8 records for teacher **Higgins, Marianna** as of 02/23/2016.

Show All Passwords: ☐

Imported: The student record has been imported for the current registration period. Hover the mouse over the icon to see the date it was imported.

Awaiting Import: The student record is currently waiting to be imported. All required fields and documents for this student have been completed.

Needs Review: At least one of the records within the household needs to be reviewed and re-saved for the new registration period. The start date for this period is 12/30/2014.

Awaiting Data: The record is currently missing required fields/documents.

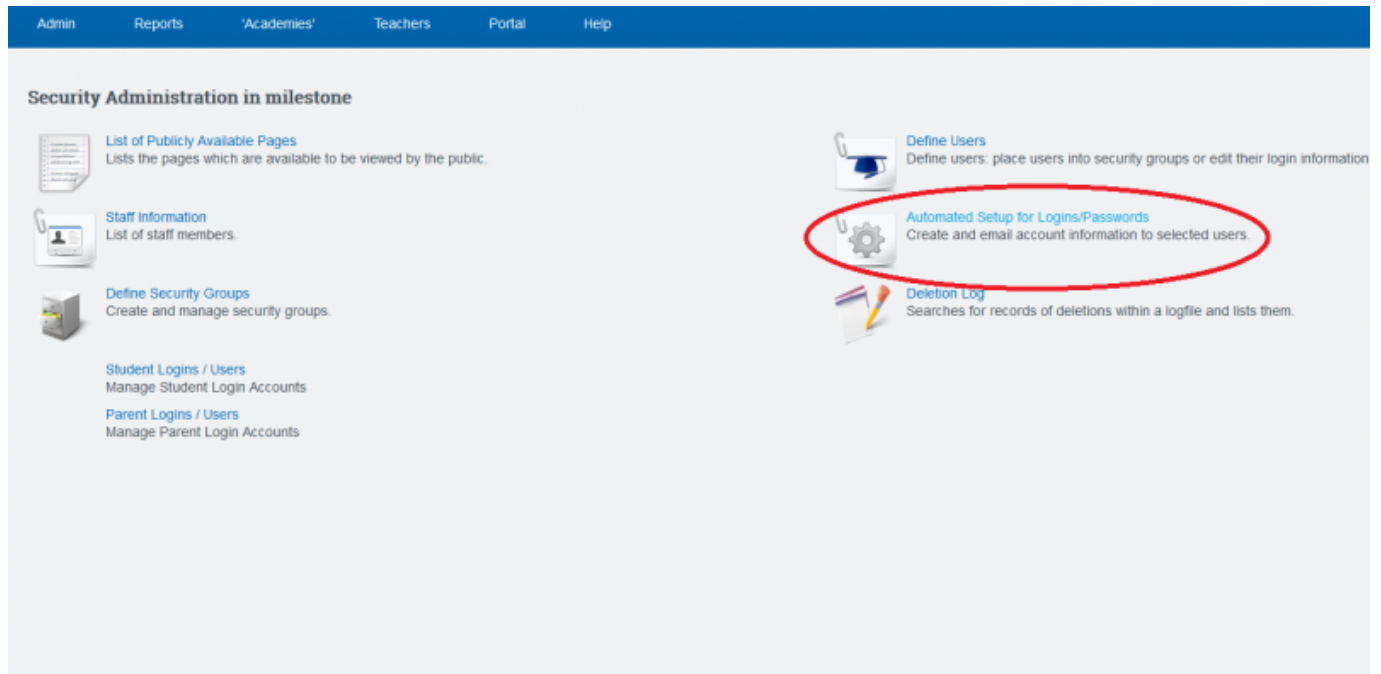
Related Household: This household record matches the email for one the parents of the student.

Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household				
								Lastname	Login/Email/Pass	Status	Emails Sent	Confirmation
[No Email]	<input type="checkbox"/> 72128	-	Ashcroft, August	2	Independent Study	11/16/2015	Current	This student is not attached to a household.				
[No Email]	<input checked="" type="checkbox"/> 78317	-	James, Harry	KN	Independent Study	11/11/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 75493	-	Kilian, Elisa	2	Independent Study	11/16/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 10655	-	Kusi, Isa	10	Independent Study	01/04/2016	Current	<input type="checkbox"/> Kusi	<input type="checkbox"/> anakuisi@mailinator.com		Invite Sent: 02/16/2016	
[No Email]	<input type="checkbox"/> 89962	-	Lesange, Kim	6	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 18763	-	Ludlow, Tristian	10	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 19857	-	Smith, Jamie	1	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 58618	-	Tigerion, Scarlett	Independent								

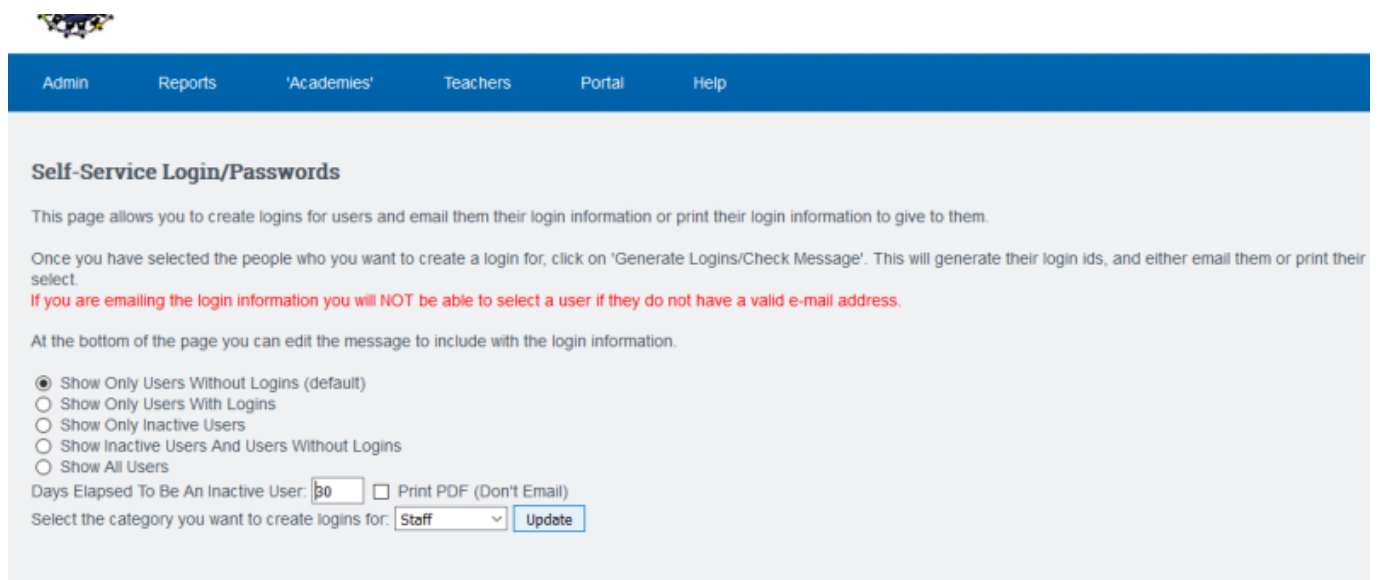
Send Password Resets Emails Send Re-Invite Household Emails Send Returning Household Emails Send Missing Data Reminder Emails

IV. Automated Setup for Logins/Passwords

- Step 1. Go to **Admin» Settings» Security» Security**
- Step 2. Choose Automated Setup for Passwords



- Step 3. Choose the options appropriate for what you're searching for and click update



- Step 4. Check off users to Generate User Logins for.
- Step 5. Click Generate Logins/ Check Email Message

2	Broadbent, James	Teacher
3	James, John	Teacher
4	James, Mary	Teacher
5	James, Tony	Teacher
6	Ladd, Sandy	Teacher
7	Philly, Tom	Teacher
8	Schlegel, Alan	Teacher
9	Seagram, Thomas	Teacher
10	Staff, John	Teacher
11	Staff, John	Teacher
12	Staff, John	Teacher
13	Staff, John	Teacher
14	Staff, John	Teacher
15	Staff, John	Teacher
16	Staff, John	Teacher
17	Staff, John	Teacher
18	Staff, John	Teacher
19	Teacher, Sally	Teacher
20	Test, Test	Teacher
21	Teacher, Goodhouse	Teacher
22	Weyrich, VW	Teacher

☐ Check All
 ☐ Check All Without Logins
 ☐ Check All With Logins

- Step 6. Generate Logins and Email to Selected

Admin Reports Academies Teachers Portal Help

This is an example of the message which you will be included with the new logins.
Go back if this is not the correct message!

Letter to parents

February 24, 2016 11:33pm

Dear John Doe,

Your participation in the education of your child can make a big difference in their success. We hope you take advantage of the portal system to view student assignments and grades.

This email provides you a link to the Milestone Prep Academy Student Portal. Use the login information below to gain access to the system. You will be required to change your password the first time you access the system.

Start the process by clicking on this link:
<https://milestone.plais.com/mod.php/login.php>
 If the link does not work here is the url:
<https://milestone.plais.com/mod.php/login.php>

Your username is:
 juser1
 Your temporary password is:
 supersecret5!

If you have any questions or have difficulty logging in, please call the school for assistance. 530-249-2001

Thanks for accessing the Portal!

Sincerely,
 Milestone Prep Staff

To:

From:
<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:
<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:adminstudentportal&rev=1485289900>

Last update: **2017/01/24 20:31**